

CIA RECORDS MANAGEMENT BOARD

19 March 1971

MEMORANDUM FOR: Members of Records Management Board

SUBJECT : Storage of Magnetic Tapes

1. Attached is a copy of the memo our Board received from the Information Processing Board. We will discuss this at our next regular meeting on Tuesday, 23 March at 1:00 p.m. in Room 4E-31 Headquarters. Other matters to be discussed are set forth in the attached Agenda.

STATINTL

2. Concerning our discussion of the request [REDACTED] these are a few points we should be prepared to address at the meeting:

- a. Are magnetic tapes records? We maintain that they are. This position is held by the Federal Records Program and is intended in the Agency Records Program.
- b. Can magnetic tapes be scheduled like records?
- c. Are Records Managers qualified to schedule tapes?
- d. Can the Records Center store and retrieve tapes?
- e. What service can Records Managers and the Records Center provide for tape storage and retrieval?
- f. What role can the Records Program in each Directorate assume in support of the Agency Computer Centers?
- g. What support can each Senior Records Manager and his Component Records Managers provide to Computer Centers?

3. The Information Processing Board has focused initially on the storage and protection of their valuable tapes, but readily recognizes that they need to consider the broader context of the problem. We must answer the specific question as well as the implications we see. The ability of the Records Officers to assist Systems Analysts in this specialized field is a major consideration. The need for conditioned

storage facilities may be a problem. The uncertain physical life of the very tapes themselves complicates our review and response. Nonetheless, action is required and we are expected to approach the request for help in a positive and constructive manner on a priority basis.

STATINTL



Chairman

Attachments:

1. Memo for C/IPC 8 Mar '71
2. Agenda for 23 Mar '71
3. Minutes for 25 Feb '71